



- CITY OF BIGGS -  
**PLANNING DEPARTMENT STAFF REPORT**

465 C Street /  
P.O. Box 1134  
Biggs, CA 95917

PHONE: (530) 868-5493  
FAX: (530) 868-5239

---

DATE: April 18, 2011  
TO: Honorable Mayor and Members of the City Council  
FROM: Scott Friend, AICP City Planner  
SUBJECT: Department Activity Report – March/April 2011

---

**DEPARTMENT ACTIVITY SUMMARY – March/April 2011**

On-Site Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Thursday, March 24<sup>th</sup> – BCAG Planning Directors Meeting
- Wednesday, March 30<sup>th</sup> – Code enforcement field work
- Wednesday, April 13<sup>th</sup> – Code enforcement field work
- Monday, April 18<sup>th</sup> – City Council Meeting

Major Projects Activity Report:

1. *General Plan 2035 Update:*  
PMC is continuing to make progress in the preparation of the draft Biggs 2035 General Plan Elements. As previously discussed with the City Council, Element review study sessions to review the draft Plan Elements are currently scheduled to occur prior to the April and May City Council Meetings.

Monthly Department Activity Report:

2. *Site Plan Reviews / Planning Services Activities:*
  - Major Home Occupation Permit 2011-01 (Struble).
  - Sign installation review request: Victorian Rose
  - Correspondences:
    - Foreclosure information (2917 W. Biggs-Gridley Road)
    - Sun West Milling – Subject: facility expansion
    - April 6<sup>th</sup> Staff Meeting
    - Code enforcement: Various
3. *Butte County Building Permit Issuance Co-ordination:*
  - No building permits were issued by the Butte County Building Division in the City of Biggs during the reporting period.

4. *Address Mapping:*

PMC was authorized by the City Administrator to prepare an updated City address map using GIS tools. PMC is anticipating a delivery of a final map product pursuant to this request prior to the April 18<sup>th</sup> City Council meeting.

Code Enforcement Summary Report:

During the last reporting period (council meeting-to-council meeting period), code enforcement staff have initiated six new code enforcement violation cases. First violation letters or violation notification letters have been provided to all addresses for which a case was opened. Two second notices of violation have been prepared and mailed and one follow-up "thank you" letter was prepared and distributed. Over the past 28-day period, four active cases have been closed. Additionally, one party has contacted City staff requesting additional time for compliance and staff has initiated a formal civil action in consultation with the City Attorney on one property. The following summary table provides additional information concerning the above noted information:

<b>1<sup>st</sup> Violation (formal) or Notice of Potential Violation (informal)</b>	<b>Name</b>	<b>Address</b>	<b>Nature of Notice/Contact</b>
	Delia Godinez	384 Bannock	Weeds
	US Bank (foreclosre)	354 B St.	Weeds, Landscaping
	Robinson, F.	2936 Second St.	Garbage, Debris
	Mark & Brenda Chambers	491 Aleut St.	Vegetation, Debris
	Joshua Dunham	403 C St.	Vehicles, Debris, Vegetation
	Reina & Baltazar Caudillo	3018 Tenth St.	Vehicle, Debris
<b>Notice of Immediate Abatement</b>			
	Roy and Shirley Bland (foreclosure)	2927 Second St.	Mosquito Abatement / Vector Control: Unrestricted Access to Pool
<b>Second Notice</b>			
	David Preston	361 Mary L. Ct	Junk, Debris, Trailer
	Dwayne & Eloise Yager	3094 Ninth St.	Junk, Debris, Vegetation
<b>Follow-up 'Thank You' Notice</b>			
	April Rodriguez	343 C. St	Yard Clean-up effort
<b>Request for Addtl. Time</b>			
	Robert Ramirez	468 F Street	Junk, Debris, Vehicles
<b>Civil Action Initiated</b>			
	Orvil & Donna Whetstone	3149 Third Street	Junk, Debris, Vehicles

Attachments:

- None